

Office Memorandum • UNITED STATES GOVERNMENT
Adm. Serv.

TO : Deputy Director for Administration

FROM : Deputy Chief, Administrative Services

SUBJECT: Carpet - Basement of Administration Building

DATE: 5 December 1950

1. In connection with the laying of the carpet in the basement of the Administration Building, this request was originally made on or about 21 September 1950. At that time, it was tentatively planned to move the Advisory Council from the west wing in South Building to the basement of the Administration Building, and also to locate several other activities in this space. The acoustics in the building were bad, and it was not known at that time that a dining room would be installed for the Director's use, for which reason asphalt tile or lineoleum was not considered.

2. The former Deputy Executive requested that carpet be installed and that the offices be renovated and painted in order that they would have a satisfactory appearance for office use.

3. However, steps have now been taken to remove the carpet which can be used for a number of other purposes, so that except for the cost of laying and removing same, there is no actual waste involved.

4. Steps have been taken to comply with your directions as indicated in your conversation with myself and the Chief, Administrative Services on Monday, 4 December 1950.

5. Also, this report is made in accordance with your request as of that date.

STATINTL

